

Town of Truro

Job Description

Recreation Assistant Director/Summer Program Coordinator/After School Program Coordinator

Title: Recreation Assistant Director/Summer Program Coordinator/After School Program Coordinator
Classification Code: Grade 4
Reports to: Recreation/Beach Director

Salary Basis (Hourly):

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY16	\$13.93	\$14.91	\$15.88	\$16.99	\$18.18	\$19.44
FY17 (proposed)	\$14.07	\$15.06	\$16.04	\$17.16	\$18.36	\$19.63

Weekly Hours:

(Average work week off-season will be Monday through Friday, no more than 19 hours per week.)
In-season 30 to 40 hours for approximately 12 weeks. During the Truro Central School vacation weeks, there is an opportunity to work up to 40 hours per vacation week.

Job Environment:

Work is performed on site indoors and outdoors with exposure to variable weather conditions. Acts as site director and is responsible for the daily program, safety, and well-being of children; supervision and evaluation of staff; staff training; and family communication. Must be able to interact well with fellow employees and the public in a courteous, helpful and respectful manner and willing to lend assistance where needed.

Specific Duties:

The essential function or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Involved with administrative work with the Recreation/Beach Director to assist in the following:
 - a. Orientation, training, supervision and evaluation of program personnel;
 - b. Overall program design, philosophy and daily operation;
 - c. Development of policies and procedures for the program;
 - d. Evaluation of the program
2. Helps prepare children to participate in recreation activities.
3. Responsible for helping plan various special events and recreation activities.
4. Stimulates interest and help direct a variety of competitive and non-competitive games and activities.
5. Deals with interior group problems and minor discipline situations.
6. Assists in maintenance of registration records, attendance records and parental consent forms for all program participants.
7. Assists with maintenance of facilities and equipment as required.

8. Other job-related duties as may be properly assigned.
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Desired/Required Qualifications:

The following requirements are mandated by the Massachusetts Department of Early Education and Care:

1. Must be at least 20 years of age and meet one of the following set of requirements:
 - a. Have a minimum of a Bachelor's Degree in Child Development, Early Childhood Education, Elementary Education, Child Guidance, Human Services, Nursing, Psychology, Physical Education, Recreation, Child Psychology, the Arts, Social Work, Sociology, or Child Care; and have six months of experience working with school-age children; or
 - b. Have a Bachelor's Degree in any field or an Associate Degree in Child Development, Early Childhood Education, Elementary Education, Child Guidance, Human Services, Nursing, Psychology, Physical Education, Recreation, Child Psychology, the Arts, Social Work, Sociology or Child Care; and have nine months of experience working with school-age children; or
 - c. Have a High School Diploma or equivalent; and have one year of experience working with school-age children.
2. Must possess training pertinent to the developmental needs of school-age children.
3. Minimum of one (1) year as an Activities Counselor.
4. Must have Basic CPR and First Aid Training and skills.
5. Must have a valid driver's license.
6. Must have strong organizational and teaching skills, and be able to exhibit diplomacy with the public and have patience.
7. Must possess the ability to participate in all activities.
8. Occasionally required to move and/or push furniture and equipment which may weigh fifty (50) pounds or more.
9. Ability to communicate clearly both orally and in writing in the English Language.
10. Basic computer knowledge desired.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

revised: 6/09;6/10;5/1;4/12; 2/14 edited & rates; 3/16 rates